

FOUN 1008 - Writing for Special Purposes

## Business Communication 400

### Purpose Reports (Structure Notes)

Cover: Heavier paper than the rest of the report; 10 single spaces from the top; name of research, by whom; submitted to whom; for what date; leave space of two inches from the bottom; do not number the cover page.

Title page: Same information on cover repeated; four to eight words for title; avoid "A Report on... A Study of... An Investigation of..."; do not number title page.

Letter of Transmittal: Use letter format; explain occasion for report; any special features; any acknowledgements; explain any special learning opportunities from doing the report; this is page ii.

Table of Contents: Do after the whole report is complete; do the wording, caps, order of chapters exactly as in the report; double space after each entry; put headings at the margin; indent sub-headings; page ii; Table of Contents should be in caps and centred on page.

Abstract: Centre word on page; double space or triple space before beginning the abstract; in a brief summary, condense the most important ideas in the report, your procedure, and results, perhaps main recommendations. Usually 5% of the length of whole report.

Introduction: Recap title of report at the top of the page then type Introduction; this is the first section to have Arabic numbers; outline the purpose of your report, and its importance; try to generate excitement for the reader; perhaps a little historical background can be given; talk about your procedure; the time the data collection took; what were some of your problems if any; what were your limitations; are there any weaknesses you can identify? The main idea behind the introduction is to provide a background for the report.

Body (Procedure and Findings): You may review any reading material you used, and give the general ideas that were helpful in your own report; go on to Procedure quickly; describe in full how you collected your data, and then what you discovered (Findings). This is the longest part of the report; you may use graphics; you must use headings and subheadings to make your information clear to the reader.

Conclusions: State your conclusions from your data; always be rational and impartial; your conclusions may be short term and long term; use headings and subheadings.

Recommendations: Be specific about what needs to be done; use numbers, headings, subheadings so as to make your suggestions clear for future decisions / actions.

Appendices: Include any graphics that were not in your findings, maps, copy of questionnaire, correspondence, computer print outs, case histories; put in different appendices and label each appendix with a cap letter and title e.g. Appendix A. Sketch of Original Building 1961.

Glossary: Definitions of unfamiliar terms; only useful if more than five. Put in alphabetical order.

Documentation: See special handout.

Letter of Transmittal (no heading - go to letter) p 604 in text

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MLA style

10 pieces at least